

FAQs for DUI Reimbursement Package

Q: I am doing CTRL + t and not getting a time sheet?

A: You must ENABLE MACROS when opening the workbook.

Q: Why am I getting a visual basic error when I do CTRL + i?

A: The following could have happened:

You did not run all the reports—Summary, Stats, Hol. Costs, and Hol. Stats.

You did not do CTRL + a in all of the reports.

Q: Why am I getting a visual basic error when I do CTRL + s and then CTRL + a?

A: CTRL + s creates the Stats report. If you do not see column headings then you will get a visual basic error. You must do CTRL + s until the report appears correctly with column headings. Then CTRL + a will work. For some reason CTRL + s is sensitive!

Q: I deleted a TS# and now I have a missing timesheet, is this problem?

A: No. If you had TS1-TS5 and deleted TS5, you would get TS5 again when you do CTRL + t. If you had TS1-TS5, and deleted TS3, you will have a missing time sheet and it will not renumber.

Q: In the Summary Report the column for Salaries is not wide enough, can I widen the column?

A: Yes. You need to unprotect the sheet and then you can widen the column. To unprotect the sheet you do the following: Review, Unprotect Sheet. I suggest you Protect Sheet when done-Review, Protect Sheet. Do not change any column headings.

Q: I do not have a drop down arrow in the employee name field of the time sheet and the Title/Rank and Name of Officer in the sobriety checkpoint time sheet, how do I resolve this problem?

A: If you have version 2007, you need to download instructions from the web site to get access to this feature.

Q: I have employee information in the Emp tab, do I have to retype this information in again for the other reimbursement workbooks?

A: No. Copy the data in the Emp tab and copy it to a new reimbursement workbook.

Q: I am trying to fill-in the dates and a pop-up box appears saying-MUST BE DATES FOR THE TCNY PROJECT TIME SPAN.

A: Remember that there will be four reimbursement workbooks based on a specific time period. Make sure you have downloaded the correct workbook from the web site that corresponds to the time period you are reporting.

Q: I have time sheets with handwritten stats and signed by the officer on duty and the supervisor. Can I submit these time sheets or do I have to print out the electronic sheets and track down the officer and supervisor for signatures?

A: Highway Safety Office will accept the handwritten time sheets.

Q: What hardcopy data do I need to submit for reimbursement?

A: The second page of the workbook is a checklist of what needs to be submitted. The hardcopies should be the following: Second page of the cover, Invoice, Holiday, Summary, Stats, Hol. Costs, Hol. Stats, signed time sheets, signed sobriety checkpoint time sheets, and photocopies of media coverage.

Q: What electronic data do I need to submit for reimbursement?

A: A macro CTRL + x will automatically attach a workbook. The workbook will flash on the screen and then open Microsoft Outlook with the attachment and an email address. If you are not setup with Microsoft Outlook then you will encounter problems. Please indicate the police department reporting the electronic data.